



Driver Information Form

C/2.1.2.6

Purpose

This document assists the church council to determine the suitability of the applicant to transport participants on behalf of the Church.

Instructions

1. This document is to be utilised by the person seeking approval to use their vehicle and/or transport participants, to and from specific church activities and programs.
2. This document requires approval from the Church Council.
3. Before any person can provide transport for children, an additional screening process must be undertaken and documented (*see the additional screening section on this form*).
4. The applicant is required to hold an 'Open' car license, or to have at least 24 months of licensed driving experience for the other license types detailed below.
5. If an applicant holds a Driver's License from a state other than Queensland including an International Driver's License, then additional information will be required to determine suitability and safety. Please attach details on an additional sheet, which demonstrates that the applicant holds a license equivalent to an 'Open' Queensland Driver's License, and that the applicant is familiar enough with Queensland Road Laws and Road Safety, to represent the church when transporting passengers.

Driver information

***Ticking responses marked with an asterisk* will exclude your application**

Driver's full name: _____ Preferred name: _____

Driver's license number: _____ Expiry date: _____

Number of years driving experience: _____

Driver history: Please note infringements, accidents and insurance claims incurred in the past five years:

Driver's license type: *L *P *P1 *P2 O

See Department of Transport list of license type codes, condition codes and class codes
qld.gov.au/transport/licensing/driver-licensing/types/index.html

Driver's license condition code: A B M S V X₁ X₂

Driver's license class code: RE R C LR MR HR HC MC

- I confirm this information to be true and complete.
- I will drive carefully and follow all road rules (including that all passengers are correctly restrained).
- I will not drive with alcohol or illicit/illegal drugs in my system.
- I will not permit smoking within the vehicle.
- I have / have not completed the additional screening requirements required in order to be approved to transport children.
- I agree to adhere to the requirements of the Code of Conduct in the Statement of Personal Commitment in my interactions with children and vulnerable people.
- I will advise of any changes to the details I have declared herein.

Applicant's signature: _____

Name: _____

Date: _____

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.



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Vehicle information

Complete this section if you propose to drive a vehicle other than a church vehicle.

Vehicle registration number:

Make and model:

Type of insurance cover:

- *Nil
 Comprehensive
 Third Party Property
 Third Party Property Fire and Theft

Is your vehicle maintained in a roadworthy condition? Yes *No

- I confirm this information to be true and complete and give permission for my vehicle to be used for transporting people to and from church activities.
- I understand that the Uniting Church in Australia, Queensland Synod insurance program does not provide cover for any loss or damage to a volunteer's vehicle, or any loss or damage arising from the use of a volunteer's vehicle.

Car owner's signature: _____

Name:

Date:

Additional screening – Transporting children

Complete this section if you propose to transport children.

- I understand the legal requirement to ensure that all children under the age of seven (7) must be restrained with an approved and properly fitted car seat or booster seat with harness.
- I will ensure that children under the age of 10 years do not travel in the front seat of the vehicle.
- I will ensure that all children aged under four (4) years are restrained in a properly fitted car seat.
- I will ensure that I hold a valid, linked blue card or exemption card at all times.
- I will ensure that all children aged 4–7 years are restrained in a properly fitted booster seat and harness.
- I agree to adhere to the requirements of the Code of Conduct in the Statement of Personal Commitment in my interactions with children.
- I will ensure that no fewer than two adult leaders are present at any time whilst children are being transported.

Applicant's signature: _____

Name:

Date:



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CHURCH COUNCIL USE ONLY

Driver checklist

- Driver's license is current and not expired.
- Driver has more than 24 months driving experience and holds the equivalent of an Open Queensland Driver's license.
- Driver has not committed traffic offences or been involved in car crashes within the last five (5) years which would reasonably preclude him/her from providing safe transport.
- Driver does not have restrictions which would reasonably preclude him/her from providing safe transport (see condition codes).
- Driver is appropriately licensed for the vehicle.
- Driver has agreed to abide by all of the rules and conditions.
- Driver will / will not be transporting children (additional conditions apply, see Selecting leaders and helpers).
- Driver has / has not been screened and approved by church council for interaction with children and has signed the Statement of Personal Commitment.

Vehicle checklist

- Vehicle appears well-maintained.
- Driver states that the vehicle is insured.
- Owner has given permission to use the vehicle.
- Driver states that the vehicle is registered and roadworthy.

Driver's License sighted by:

Name: _____ Date: _____

Signature: _____

Application: **APPROVED / NOT APPROVED**

Comments and conditions:

Approved to transport children: **YES / NO**

Signature of person acting on behalf of the church council:

Name: _____ Date: _____

Reference to minute of church council meeting: _____ Date: _____

Date the applicant was notified of the outcome:

Revisions

Document number		C/2.1.2.6			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	16.01.2024	Strategic Risk Manager	16.01.2024	Strategic Risk Manager	Safe Church Assurance and Support Officer
Next scheduled review		30.01.2027			

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